

Southeast Iowa Homeless Coordi

2. Select the counties proposed for your Coordinated Services Region. Utilize the Control or Shift keys to select multiple counties.*

County
DES MOINES
HENRY
LEE
LOUISA
MUSCATINE

3. Lead Planning Agency

a. Lead Planning Agency Name:*

Muscatine Municipal Housing Agency

b. Lead Planning Agency Address*

Street Address:

City

State:

Zip Code:

215 Sycamore St

Muscatine

Iowa

52761

c. Lead Planning Agency Primary Contact Person*

Action	First Name	Last Name	Courtesy title	Phone	Email
	Jodi	Royal-Goodwin	Housing Administrator	(563) 264-1554	jroyal-goodwin@muscatineiowa.gov

d. Lead Planning Agency Secondary Contact Person*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Brandy	Clelland	(563) 264-1554	bclelland@muscatineiowa.gov	Housing Specialist

4. Lead Fiscal Agency

a. Lead Fiscal Agency Name (may be same or different from Lead Planning Agency; note that Lead Fiscal Agency is required to submit Audit/Review and IRS Form 990 in Exhibits section):*

Muscatine Center for Social Action

b. Lead Fiscal Agency Address*

Street Address:

City

State:

Zip Code:

312 Iowa St

Muscatine

Iowa

52761

c. Lead Fiscal Agency DUNS #:*

833902323

d. Lead Fiscal Agency Primary Contact Person*

Action	First Name	Last Name	Courtesy title	Phone	Email
	Charla	Schafer	Executive Director	(563) 264-3278	cschafer@mcsaiowa.org

e. Lead Fiscal Agency Secondary Contact Person*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Scott	Dahlke	(563) 264-3278	sdahlke@mscaiowa.org	Programs Director

5. Lead Data Coordination Agency

a. Lead Data Coordination Agency Name (may be same or different from Lead Planning Agency and/or Lead Fiscal Agency):*

Community Action of Southeast Iowa

b. Lead Data Coordination Agency Address*

Street Address: 2850 Mt Pleasant St, Ste 108 City: Burlington State: Iowa Zip Code: 52601

c. Lead Data Coordination Agency Primary Contact Person*

Action	First Name	Last Name	Courtesy title	Phone	Email
	Paula	Morgan	Family Development Specialist	(319) 385-2310	paula.morgan@caofseia.org

5d. Lead Data Coordination Agency Secondary Contact Person*

Action	First Name	Last Name	Phone	Email	Courtesy title
	not	identified			

6. Communication Liaisons

a. Designated Primary Communication Liaison to report to the Iowa Council on Homelessness (may or may not be member of above designated lead agencies)*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Jodi	Royal-Goodwin	(563) 264-1554	jroyal-goodwin@muscatineiowa.gov	Housing Administrator

b. Designated Alternate Communication Liaison (may or may not be member of above designated lead agencies)*

Action	First Name	Last Name	Phone	Email	Courtesy title
	Charla	Schafer	(563) 264-3278	cschafer@mscaiowa.org	Executive Director

7. If any of the roles designated above are for the same agency, provide a brief justification.

N/A

8. Select any of the following current homeless services planning groups that are at least partially within the geography of your proposed Coordinated Services Region.*

- ☐ Black Hawk County Local Homeless Coordinating Board
- ☐ Boone County Homelessness Prevention Board
- ☐ Buchanan County Homeless Coalition
- ☐ Cedar Valley Homeless Coalition
- ☐ Clinton/Jackson Coalition for the Homeless
- ☐ Dubuque Homeless Advisory Council
- ☐ Hamilton & Webster Counties PCC/CPPC

- ☐ Johnson County Homeless Coordinating Board
- ☐ Linn County Continuum of Care
- ☐ Mahaska Homelessness Coalition
- ☐ Marshall-Hardin Housing Coordinating Board
- ☐ Metro Area Continuum of Care for the Homeless (Council Bluffs)
- ☐ North-Central Iowa Local Homeless Coordinating Board
- ☐ Northeast Iowa Housing and Homeless Alliance
- ☐ Northern Iowa Central Homeless Task Force
- ☐ Polk County Continuum of Care Board
- ☐ Polk County Directors' Council or Service Council
- ☐ Quad Cities Shelter & Transitional Housing Council
- ☐ Siouxland Coalition to End Homelessness
- ☒ Southeast Iowa Local Homeless Coordinating Board
- ☐ Story County Homeless Board and Task Force
- ☐ Other

If "Other" is selected above, enter the name of this homeless services planning group and list the counties served.

9. Explain if any of the proposed counties to be covered by your region are currently covered in 2017 by a Coordinated Services Region that was funded in Year 1 of the initiative. If so, explain the reasons for the change and how the current region and the proposed region have coordinated together to agree on the change.

N/A

Coordinated Services Region Development--15 points

1. How was it determined which counties would be included in the proposed Coordinated Services Region? (2 points)*

- ☐ One agency decided it all.
- ☐ Several agencies in one county made the decision together.
- ☒ Several agencies in all counties included worked together.
- ☒ Agencies in these counties have a history of coordinating together to provide homeless assistance services.
- ☐ Agencies in these counties have a history of coordinating together to provide other types of services.

Score:**of 2 points****Scores for all reviewers****2. What are the Lead Planning Agency's qualifications for this role? (2 points)***

- ☐ No relevant experience
- ☒ Experience as a convener related to homeless services
- ☒ Experience as a convener for other community services
- ☒ Positive relationships with other proposed service providers in the region
- ☒ Positive relationships with local governments
- ☒ Capacity to dedicate staff time to planning & coordination

Score:**of 2 points****Scores for all reviewers****3. What are the Lead Fiscal Agency's qualifications for this role? (2 points)***

- ☐ No relevant experience
- ☒ Currently manages one or more federal grants, in good standing.
- ☒ Current manages one or more federal homelessness assistance grants, in good standing.
- ☒ Currently manages one or more state or local grants, in good standing.
- ☐ Has a history of dispensing funds to multiple agencies.
- ☒ Has staff capacity to manage federal funds, retain documentation of expenditures, and submit reimbursement requests.
- ☒ Has policies and procedures in place to meet federal records retention requirements.
- ☒ Financial management staff have specialized training and qualifications for managing funds.

Score:**of 2 points****Scores for all reviewers****3b. Verify that the Lead Fiscal Agency is a qualifying nonprofit or local government agency that**

has valid and current standing with the Iowa Secretary of State's office (check the Secretary of State website for a Certificate of Standing that is current for this agency). By checking "yes" below, this represents certification that this has been verified.*

- ☒ Yes to BOTH
- ☐ No to either--STOP! The agency is not eligible for this role.

4. What are the Lead Data Coordination Agency's qualifications for this role? (2 points)*

- ☐ No relevant experience
- ☒ Has staff already trained and certified to use ServicePoint HMIS
- ☒ Experience with HMIS reporting
- ☒ Experience with reporting other client data to state and federal sources
- ☐ Knowledgeable about differences in reporting requirements for domestic violence victim service agencies
- ☒ Knowledgeable about policies and procedures necessary to protect client confidentiality

Score:

of 2 points

Scores for all reviewers

5. What are the designated individuals' qualifications for the roles of Primary and Alternate Designated Statewide Communication Liaisons? (2 points)*

- ☐ Little or no experience participating in statewide planning meetings and events.
- ☒ History of participating in statewide planning meetings and events.
- ☒ Currently member(s) of the Iowa Council on Homelessness.
- ☒ Currently member(s) of one of the council's committees.
- ☒ Have attended the annual HUD Peer-to-Peer Homelessness Symposiums, the annual HousingIowa conference, and/or the Homelessness Awareness Day on the Hill.
- ☐ History of participating in statewide planning for other types of social services.

Score:

of 2 points

Scores for all reviewers

6. Who has agreed to participate in planning and coordination meetings of the Coordinated Services Region? Fill in a table below that includes each individual's name, agency, county represented, subpopulation represented or area of expertise (such as DV, youth, veterans, substance abuse, employment, etc.), role in group, email, and phone. (5 points)*

Action	Individual	Agency	County Represented	Subpopulation Represented, if any	Role in Group (if any)	Email	Phone #
	Jodi Royal-Goodwin	Muscatine Municipal Housing Agency	Muscatine		Planning Lead	jroyal-goodwin@muscatineiowa.gov	(563) 264-1554
	Charla Schafer	MCSA	Muscatine		Fiscal Lead	cschafer@mcsaiowa.org	(563) 264-3278
	Andrea Meirick	The Project of the Quad Cities	Muscatine	HOPWA/AIDS		andrea@tpqc.org	(309) 762-5433
	Jasmin Campbell	Family Resources	Muscatine	DV		Jcampbell@famres.org	(563) 326-9191
	Jennifer Keeler	University of Iowa	Des Moines, Henry, Lee, Louisa	HOPWA/AIDS		jennifer-keeler@uiowa.edu	(319) 467-5662
	Kristie Doser	Domestic Violence Intervention	Des Moines, Henry, Lee	DV		kristie@dvipiowa.org	(319) 356-9863
	Scott Dahlke	MCSA	Muscatine			sdahlke@mcsaiowa.org	(563) 264-3278
	Bronis Perteit	DVIP	Des Moines, Henry, Lee	DV		bronis@dvipiowa.org	(319) 351-1043
	Paula Morgan	Community Action of Southeast Iowa	Des Moines, Henry, Lee, Louisa			paula.morgan@caofsei.org	(319) 385-2310

Individual*

Jodi Royal-Goodwin

Agency*

Muscatine Municipal Housing Agency

County Represented*

Muscatine

Subpopulation Represented, if any

Role in Group (if any)

Planning Lead

Email*

Phone #*

Individual*

Agency*

County Represented*

Subpopulation Represented, if any

Role in Group (if any)

Email*

Phone #*

Individual*

Agency*

County Represented*

Subpopulation Represented, if any

Role in Group (if any)

Email*

Phone #*

Individual*

Agency*

County Represented*

Subpopulation Represented, if any

Role in Group (if any)

Email*

Phone #*

Individual*

Agency*

County Represented*

Subpopulation Represented, if any

Role in Group (if any)

Email*

Phone #*

Individual*

Kristie Doser

Agency*

Domestic Violence Intervention

County Represented*

Des Moines, Henry, Lee

Subpopulation Represented, if any

DV

Role in Group (if any)

Email*

kristie@dviowa.org

Phone #*

(319) 356-9863

Individual*

Scott Dahlke

Agency*

MCSA

County Represented*

Muscatine

Subpopulation Represented, if any

Role in Group (if any)

Email*

sdahlke@mcsaiowa.org

Phone #*

(563) 264-3278

Individual*

Agency*

County Represented*

Subpopulation Represented, if any

Role in Group (if any)

Email*

Phone #*

Individual*

Agency*

County Represented*

Subpopulation Represented, if any

Role in Group (if any)

Email*

Phone #*

Score: **of 5 points**

Scores for all reviewers**Scorer: 1 (0.00 of possible 15 points)****Coordinated Services Region Current Capacity & Goals--18 points**

Note on scoring: For all questions below regarding current capacity, responses are not scored. Please respond as candidly as possible. It's not expected that regions are already operating at full capacity in these areas; it is the purpose of the grant to develop and build on whatever capacity currently exists. For each question, only the second part is scored, regarding how the planning grant will be used in the region.

1a. What is the current capacity within the proposed Coordinated Services Region to coordinate services among nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals?*

- ☐ No current capacity to coordinate homelessness services.
- ☐ Services coordinated among a few service providers and stakeholders in at least one county.
- ☐ Services coordinated broadly among all or almost all service providers and stakeholders in at least one county.
- ☒ Services coordinated among a few service providers and stakeholders in all counties proposed.
- ☐ Services coordinated broadly among all or almost all service providers and stakeholders throughout all counties proposed.

1b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)*

While a number of organizations within the area coordinate and/or communicate regularly regarding service provision and maybe even clients, there is limited capacity to work on developing a coordinate system for intake and service delivery. The planning grant will improve the capacity of organizations in the area to develop a Coordinated Services Region by facilitating communication for planning activities and data entry as well as access to training and information. We are proposing to use funds to cover expenses associated with regular communication (conference calls and mileage) for participants in the planning process, with a focus on including providers that currently offer services specific to those experiencing homeless as well as additional organizations with resources that may be used to address the issue of homelessness, e.g. other housing authorities in the area. We also anticipate utilizing grant funds to increase access to training during meetings and attending third-party training as well as to pay for staff time to improve data entry and coordinate a multi-county point-in-time count. Through the point-in-time count we will work to increase participation to include faith organizations and public safety departments, not only in the count but in addressing the issue of homelessness in our region.

Score:

of 3 points

Scores for all reviewers

2a. What is the current participation of the proposed Coordinated Services Region in Coordinated Entry throughout the region?*

- ☐ No Coordinated Entry participation anywhere in the region.
- ☒ One or two agencies have attended training on Coordinated Entry, such as the VI-SPDAT or other topics.
- ☐ Several agencies are trained and ready to go for Coordinated Entry, and just awaiting further guidance on implementation.
- ☐ Agencies are already participating in some form of Coordinated Entry in at least some parts of the proposed region.
- ☐ Agencies in the region have been involved in statewide development and planning for Coordinated Entry.

2b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)*

By enabling service organizations within the region to meet on a regular basis we will be able to identify training needs and methods of delivering the necessary training to all organizations in an efficient manner. We anticipate utilizing some grant funds to support participants to attend appropriate trainings by third-party entities and to have subject matter experts provide training during meetings of the Southeast Iowa Homeless Coordinating Region. Currently it is anticipated that we will be looking to have presentations on the implementation of coordinated entry, including updates on systems being implemented by regions where participating members also provider services and the balance of state, as well as training related to coordinated entry guidelines, Iowa Quality Standards, maximizing HMIS/Service Point, and other appropriate topics. If trainings related to implementation of coordinated entry are offered during statewide conferences, such as Housing Iowa or Peer-to-Peer, funds may be used to support attendance of participating members. Such training will be vital to increase participation to non-funded entities.

Score: of 3 points

Scores for all reviewers

3a. What is the current level of data coordination and participation within the proposed Coordinated Services Region?*

- ☐ No agencies participate in data collection or coordination.
- ☐ 100% HMIS bed coverage for all homeless services providers in the region (excludes DV agencies).
- ☒ Organized efforts are underway to either maintain 100% HMIS bed coverage or to increase it.
- ☐ Organized support is available within the region for agencies that struggle with full HMIS participation.
- ☒ Agencies within the region participate in annual training to stay up-to-date on the unsheltered Point-in-Time Count.

- ☒ An unsheltered Point-in-Time Count is conducted in some parts of the region.
- ☐ A thorough unsheltered Point-in-Time Count is conducted throughout the region.
- ☐ Organized efforts are in place to support data collection and coordination involving DV agencies.

3b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)*

Currently there is minimal data coordination within the region. It is primarily agencies and programs funded by the State and/or HUD that participate in HMIS, and while these individual agencies "share" their data in Service Point there is no collaborative use of data to serve clients. With additional resources we will be able to increase communication and trust between providers, including domestic violence and HOPWA programs, with the goal of developing more inclusive data collection and cooperation to improve the delivery of services to those in search of assistance. Funds will also be used to support HMIS/data entry requirements through activities such as reviewing data, increasing data entry beyond mandated programs, and coordinating a comprehensive PIT throughout the region.

Score:

of 3 points

Scores for all reviewers

4a. To what extent do agencies within the proposed Coordinated Services Region currently follow common standards and policies, such as the Iowa Quality Standards or other standards adopted by the Iowa Council on Homelessness?*

- ☐ No knowledge of or adoption of common standards.
- ☒ One or more individuals or agencies in the region participated in developing Iowa Quality Standards.
- ☒ One or more agencies in the region have actively pursued adoption of Iowa Quality Standards.
- ☐ One or more agencies coordinate together to follow other common standards for the region.
- ☐ One or more agencies work together to ensure adherence to other standards implemented by the Iowa Council on Homelessness (example: chronic homeless prioritization standards).

4b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)*

Few agencies within the Southeast Iowa Homeless Coordinating Region are aware of what the Iowa Quality Standards and no other regional standards have been adopted. Participating agencies have agreed that one of the first steps in implementing the Coordinated Services Region will be to gather information through presentations and training on topics including the Iowa Quality Standards, policies of the Iowa Council on Homelessness, and best practices to be incorporated in the system and process to be developed. This will not be possible without financial resources to facilitate regional meetings, host training and presentations, and support attendance at appropriate meetings and seminars.

Score:

of 3 points

Scores for all reviewers

5a. In the table that follows, describe the services that are currently available within the geography of your proposed Coordinated Services Region. Note that "General Population" refers to services that are not limited to specific groups, such as DV, mental illness, substance use disorder, veterans, etc.*

Action	Service Provided	Provider Agencies	Description
	RRH for Families w/ Children or Unaccompanied Youth--General Population	1) Community Action of Southeastern Iowa 2) Muscatine Center for Social Action 3) Family Resources	
	ES for Families w Children or Unaccompanied Youth--General Population	1) MCSA	
	ES for Single Adult Males--General Population	1) MCSA 2) Burlington Area Homeless Shelter	
	ES for Single Adult Females--General Population	1) MCSA	
	ES for Specific Population--DV	1) YWCA Burlington 2) Domestic Violence Intervention Program 3) Family Resources 4) MCSA	
	RRH for Specific Population--Other	1) University of Iowa 2) The Project of the Quad Cities	HOPWA

5b. Based on the table above, what is the current capacity of the proposed Coordinated Services Region to provide Emergency Shelter and Rapid Rehousing to the general population of persons experiencing homelessness throughout the region (not just specific sub-populations such as DV, veterans, youth, etc.)?*

- ☐ No Emergency Shelter available.
- ☐ Emergency Shelter available for some subpopulations only.
- ☐ Emergency Shelter available for the general population but only in certain counties.
- ☒ Emergency Shelter available to the general population throughout the proposed region but capacity is too low.
- ☐ Sufficient Emergency Shelter available to the general population throughout the proposed region.
- ☐ No Rapid Rehousing Available.
- ☐ Rapid Rehousing available for some subpopulations only.
- ☐ Rapid Rehousing available for the general population but only in certain counties.
- ☒ Rapid Rehousing available to the general population throughout the proposed region but capacity is too low.
- ☐ Sufficient Rapid Rehousing available to the general population throughout the proposed region.

5c. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)*

The planning grant will be used to increase awareness, coordination and collaboration between service providers throughout the region. Through the coordination of services resources should be maximized. Awareness and collaboration may allow organizations to identify and pursue opportunities to pursue new resources. The improved communications within the communities is anticipated to lead to even broader collaboration and organic opportunities around currently unidentified and untapped resources.

Score: of 3 points**Scores for all reviewers****6a. What is the current participation of regional representatives in statewide planning and coordination?**

- ☐ No current participation in statewide planning and coordination.
- ☒ One or more regional representatives are members of the Iowa Council on Homelessness.
- ☒ One or more regional representatives participate in one or more council committees.
- ☒ One or more regional representatives participate in the leadership of the council, such as with the Executive Committee or chairing/co-chairing another committee.
- ☒ One or more regional representatives have attended statewide training and events, such as the annual HUD Peer-to-Peer Homelessness Symposium, the HousingIowa conference, and/or the annual Homelessness
- ☐ Many regional representatives participate regularly in the meetings and events described above.

6b. How will a Planning Grant allocation help the Coordinated Services Region to improve capacity and performance in this area? (3 points)*

Funding from the planning grant will be used to support the goals of the Iowa Council on Homelessness and increase awareness of the Council's activities and opportunities. It is anticipated some grant resources will be used to support attendance at statewide training and events, such as the HUD Peer-to-Peer Homeless Symposium and Housing Iowa conference, for sessions related to coordinated services and coordinated entry.

Score: of 3 points**Scores for all reviewers****7. Describe specifically what support from statewide partners (Iowa Council on Homelessness, Iowa Finance Authority, Institute for Community Alliances, Hawkeye Area Community Action Program, Home Forward Iowa) would be most helpful for the region in the coming year.**

We anticipate requesting training from statewide partners on policies and practices, such as a presentation of the Iowa Quality Standards during an in-person quarterly meeting and basic parameters of Coordinated Entry from HACAP or ICA, in addition to general guidance on system expectations. Technical assistance for setting up a Coordinated Entry system that Service Point can support and training on utilizing Service Point to implement Coordinated Entry will also be important.

Scorer: 1 (0.00 of possible 18 points)

Budget--7 points

Budget: 7 points

1. Provide the budget request in the following table. Note that funds are not intended to support direct services, but rather to support regional planning activities and development.

Action	Activity	Description	Amount of Request
	Staff salary	Salary & Benefits for data related activities.	\$6,760
	Travel/transportation	Mileage to attend in-person meetings and related training.	\$3,100
	Supplies	Miscellaneous supplies to support expanded HMIS coverage, conduct PIT, and implement coordinated entry.	\$1,800
	Training	Travel expenses for participants to attend appropriate training out of region.	\$3,500
			\$15,160

2. Provide a narrative explanation of the budget request. (5 points)*

Staff Salary - Activities including reviewing reports, data entry for increased bed coverage initiation, and coordination of a regional PIT at \$10/hour for 10 hours/week plus benefits.

Travel/transportation - Mileage reimbursement for travel to quarterly in-person meetings of regional team and meetings or trainings outside of region at Federal rate, \$1,600 and \$1,500 respectively.

Training - Assistance for participants to attend related training outside of the region or as part of conference up to \$500/event based on costs and federal per diem rates.

Score:

of 5 points

Scores for all reviewers

3. What are the results of the uploaded Independent Audit or Certified Independent Review of Financial Statements included in the Exhibits section of this application? (2 points)*

- ☐ The audit or review has multiple findings, with no evidence that any of the findings were addressed by management.
- ☐ Findings were identified in the audit or review, and the document includes a management response to the findings that was accepted by the CPA.
- ☒ No findings were identified in the audit or review, and the documentation provided clearly states this.

Score:**of 2 points****Scores for all reviewers****Scorer: 1 (0.00 of possible 7 points)****Exhibits**

Exhibits may be uploaded using the function at the bottom of this page. See the list below for documents to include.

1. AUDIT or Certified REVIEW of Financial Statements for the Lead Fiscal Agency (Required)

The proposed Lead Fiscal Agency's most recent Independent AUDIT Report, including the management letter, or Certified REVIEW of Financial Statements, completed by an independent Certified Public Accountant, for the most recently completed fiscal year. To be considered timely and qualifying, Audits or Certified Reviews must have been completed within 10.5 months past the end of the fiscal year. NOTE: Compiled statements or Compilation Reports are NOT sufficient.

2. Most recently filed IRS Form 990 for the Lead Fiscal Agency (Required if a Private Nonprofit Agency)

The proposed Lead Fiscal Agency's most recently filed IRS Form 990. To be considered timely and qualifying, Form 990s must be filed no later than 10.5 months past the end of an organization's fiscal year. (If the proposed Lead Fiscal Agency is a unit of general purpose local government, Form 990s are not required).

Upload Exhibits Here**Exhibits***

Title	Document Type	Upload Date
2016 MCSA Audit	Audit or Review of Financial Statements	11/30/2017 7:30:00 AM
2016 MCSA 990	Most Recently Filed IRS Form 990	11/29/2017 5:12:00 PM

Use the fields below to upload an exhibit.

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